



## **ADMISSION ARRANGEMENTS 2024-25**

### **1 INTRODUCTION**

- 1.1 This Admissions Policy outlines the admission arrangements for 2024-25 for  
Heart of England School  
Gipsy Lane  
Balsall Common  
Coventry  
CV7 7FW

### **2 ROLE OF TRUST BOARD AND COMMITTEES**

- 2.1 The Full Trust Board is responsible for ensuring that this policy is managed with Solihull Council in accordance with the Local Authority's co-ordinated scheme for admission.

### **3 ROLE OF PRINCIPAL AND SENIOR LEADERSHIP TEAM**

- 3.1 The Principal and Senior Leadership Team is responsible for ensuring that this policy is applied fairly.

### **4 ADMISSIONS ARRANGEMENTS**

- 4.1 The Trust's admission number is 215.
- 4.2 Where the number of applications is lower than the Trust's admission number, all applicants will be admitted.
- 4.3 If there are more applications than places available, then all applications will be given a priority from the oversubscription criteria and places will be offered in priority order.

### **5 OVERSUBSCRIPTION CRITERIA**

#### 5.1

- Priority 1** a) Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted  
b) Children whose exceptional social or medical reasons can only be met at this school
- Priority 2** Children who normally live in the school's catchment area
- Priority 3** Children who have an older sibling at the school at the same time
- Priority 4** Children of staff who are permanently employed at Heart of England School at the time of application
- Priority 5** Children living closest to the school, measured in a straight line from the child's home



## 5.2 Notes on Priority 1

- 5.2.1 Children with an Education Health Care Plan (EHCP) that names Heart of England School will be offered a place first. This will reduce the number of places available.
- 5.2.2 Applications with exceptional social or medical reasons must be supported by independent professional evidence. The Council's Cabinet Member Advisory Group for Admissions will consider applications and evidence and make recommendations to the Cabinet Member, who will grant priority 1b to applications with exceptional social or medical reasons.

## 5.3 Notes on Priority 3

A sibling must live at the same address and could be:

- A sibling sharing the same parents,
- A half- sibling, where two children share one parent, a stepsibling, where two children are related by a parent's marriage or civil partnership (a formal arrangement that gives unmarried couples the same legal status as married couples),
- The separate children of a couple who live together;  
*or*
- An adopted or fostered sibling.

## 5.4 Notes on Priority 4

Priority to staff will be given under the following circumstances:

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made (i.e., by closing date of 31st October), or
- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

## 5.5 Notes on all Priorities

- 5.5.1 The catchment area can be seen on the Council's website: [www.solihull.gov.uk/onlinemaps](http://www.solihull.gov.uk/onlinemaps). If a priority group has more applicants than places available priority will first be given to those with a sibling attending followed by those living nearest the school (measured in a straight line from home to school).
- 5.5.2 The home address is the place where the child is permanently resident with his or her parents. If care is shared between two parents, you will need to provide a copy of the court order defining the arrangement to the council. In the absence of a court order, the council will use the address of the parent who is in receipt of the child benefit. You will need to send a copy of your child benefit award for the last two years.
- 5.5.3 The places that are offered are provisional offers and are dependent upon the circumstances of the application remaining unchanged at the date of admission to the school. It is important that parents provide the school or Solihull Council with any information relating to changes in circumstances, such as a change of address as soon as they occur. Offers based on fraudulent, incorrect, or misleading information will be withdrawn if the child is no longer entitled to the place because there are children on the waiting list with a higher priority. In these circumstances, the place will be withdrawn after the child has started the school, in line with the Admissions Code.
- 5.5.4 If two or more applicants are the same distance from the school but only one place can be offered, a computerised random allocation system will be used to decide which applicant has the highest priority. The applicant with the lowest random number will have the highest priority.
- 5.5.5 Distances are measured by the Local Authority's computerised admissions system. The admissions system uses six-figure grid references provided by the Local Land and Property Gazetteer (LLPG). The grid references provide a unique point on each property.
- 5.5.6 Waiting lists are produced in strict order of priority, against the oversubscription criteria and are managed by Solihull Council. Parents must phone the council every half term to keep their child's name on the list.



- 5.5.7 Applications received after the closing date are late and will not be processed until after the published offer day. Late applications will be considered when places are allocated from the waiting list.
- 5.5.8 If possible, places will be offered at the same school to twins, triplets, and children from other multiples births. If only one place can be offered the parent will choose which child should have the place.
- 5.5.9 Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the application will be given a priority from the oversubscription criteria and placed on the waiting list.
- 5.5.10 Applications for a school place at any time other than the normal time for admission (in-year admission) should be made to Solihull Council. If there is a vacancy in the relevant year group a place will be offered. If the year group is full the application will be given a priority from the oversubscription criteria and placed on the waiting list.
- 5.5.11 The Governing Body recognises its duty to comply with the Local Authority Fair Access Protocol to provide fair access to school for pupils who need a school place because they have missed, or are at risk of missing, education.
- 5.5.12 Parents who wish to appeal against the decision of the Governors to refuse their child a place in the school can request a form from Solihull Council. Appeals will be heard by an independent panel

## 6 AUTHOR

- 6.1 The author of this policy is the Compliance Officer. They should be contacted for any points of clarification or suggested future amendments.

## 7 VERSION CONTROL

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